

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS0734125
POSITION NO: 944171
CLASS CODE: 2184

Date Posted: 10/03/11
Closing Date: 10/14/11

POSITION TITLE: POLICE OFFICER
DEPARTMENT NAME: DPS/Navajo Police Department
DEPARTMENT NO: 73 WORKSITE LOCATION: Shiprock, New Mexico
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R630C
Days: Split-Shift Permanent: ☒
Hours: Split-Shift Temporary: ☐ Duration: _____ \$ 37,044.80 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 \$ 17.81 Per Hour

DUTIES AND RESPONSIBILITIES:

Patrols assigned area of the Navajo Nation for the prevention of crime & enforcement of all applicable criminal, traffic, narcotics & liquor laws; carries firearms; responds to calls for service involving crimes such as robberies, assaults, homicides, & narcotics violations; responds to general public service calls for civil or societal problems; issues traffic summons, warnings and vehicle equipment repair orders; makes arrests, searches suspects for weapons and evidence; advises suspects of rights.

Completes & maintains various reports & other documentation related to assigned police activities; responds to calls involving traffic accidents, criminal & other violations; investigates & secures crime scenes; interviews witnesses; interrogates suspects; takes photograph and/or diagrams crime scene as needed; seizes controlled substance, evidence & recovers stolen property; provides backup & assists other police units. Transports suspects to station; prepares documentation & executes search warrants; serves court orders & arrest warrants; testifies in criminal & civil courts as required; maintains peace & public order at community events & public gatherings; promotes community oriented policing through presentations at community meetings, educational institutions, public & private groups; selects, directs, trains & maintains canines as required; attends & participates in training & employee development activities.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and successful completion of an approved Basic Law Enforcement Training Program. **(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)**

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work requires the ability to pass the physical fitness standard as put forth by the Bureau of Indian Affairs (BIA) for police officers. Work requires walking, running, lifting and climbing during efforts to catch or subdue hostile individuals. Exposure to hazardous, uncontrollable and life threatening situations can occur.

Special Knowledge, Skills and Abilities:

Knowledge in the following areas: principles and practices of modern police administration and methods; departmental rules and regulations and applicable federal, state, local, and tribal laws and ordinances; standards by which the quality of police services is evaluated; the practices and methods of law enforcement, criminal investigation and identification; all types of firearms, communication equipment and automobiles used in law enforcement. Skill in the following areas: skill in analyzing situations quickly and objectively to determine the proper course of action; maintaining calm during emergencies; the use of assigned weapons; establishing and maintaining effective working relationships; ability to enforce laws tactfully, firmly and impartially; ability to prepare technical reports and correspondence; ability to make community presentations, crime presentations, crime prevention activities, gang awareness, and implement the Community Oriented Policing concept.

License/Certification Requirements:

Must be certified by Arizona, New Mexico or Utah Peace Officer Standards and Training (POST), must possess a valid driver's license. Position requires successful completion of background investigation and job-related testing prior to date of hire. Within 90 days of hire must obtain a Navajo Nation Vehicle Operator's Permit. Within one (1) year of date of hire must obtain Special Law Enforcement Commission. Must be in compliance with the Federal Domestic Violence Act. OR Equivalent out-of-state certification and must obtain POST certification in Arizona or New Mexico within one (1) year from date of hire and possess a valid driver's license. Position requires successful completion of background investigation and job-related testing prior to employment.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 3-26-2003